

Code of Conduct

At Pivotal, we are committed to maintaining the highest ethical standards and fostering a positive and respectful work environment. This Code of Conduct outlines our expectations for behavior and serves as a guide to making ethical decisions in the workplace. We expect all parties, including employees, customers, contractors, suppliers, and other partners to adhere to the following code of conduct:

1. Honesty and Integrity

- Conduct all interactions with honesty, integrity, and transparency.
- Uphold the highest standards of integrity in all actions and decisions.
- Avoid situations where personal interests could conflict with the interests of the company. Disclose any potential conflicts to your supervisor.
- Use company resources responsibly and only for legitimate business purposes.
- Misrepresentation, fraud, or deceitful behavior will not be tolerated.

2. Respect in the Workplace

- Treat all parties with respect and dignity and foster an inclusive and welcoming environment.
- Refrain from discrimination based on race, ethnicity, gender, age, religion, sexual orientation, or any other protected characteristic.
- Avoid inappropriate jokes, comments, or actions. Maintain professionalism in all communications.
- Respect personal space and do not engage in unwanted touching or physical contact.
- Represent the company in a positive and professional manner at all times, including at company-sponsored events.

3. Privacy and Confidentiality

- Respect the privacy and confidentiality of sensitive information, including personal data, intellectual property, and proprietary information.
- Safeguard personal data and confidential company information.
- Handle all sensitive information according to established privacy and confidentiality policies and procedures.

4. Responsible Use of Products and Services

- Use our products and services responsibly and in accordance with their intended purpose.
- Refrain from engaging in any activities that may cause harm or disruption to others.

5. Compliance with Laws, Regulations, Policies, and Procedures

- Abide by all applicable laws, regulations, and industry standards when engaging with others and our products and services.
- Adhere to all company policies, procedures, and guidelines. Take time to learn and understand all company policies, procedures, and guidelines.
- Do not engage in any form of bribery, corruption, or unethical inducement.
- Seek guidance from appropriate resources when unsure about legal or ethical standards.

6. Safety and Security

- Prioritize the safety and security of yourself and others at all times.
- Report any safety hazards or security concerns to the appropriate company authorities.

7. Environmental and Social Responsibility

- Act responsibly towards environmental sustainability.
- Contribute positively to the communities in which we operate.

8. Reporting Concerns

- We provide a safe and confidential process for reporting concerns without fear of retaliation.
- Report any violations of this Code of Conduct, as well as any safety or other business related risks promptly to your manager, CFO, Head of People & Culture or through Report It!, our online anonymous incident reporting tool.
- Cooperate with our staff members and follow their instructions when seeking assistance or support.
- Our team is here to help you and ensure a positive experience.

By adhering to these principles, you contribute to a positive, ethical, and respectful work environment for all employees, consultants, customers, suppliers and other partners, and uphold the values of Pivotal.